

Job Title:	High School LEP Coordinator	Wage/Hour Status:	Daily, Exempt
Reports to:	Principal	Pay Grade:	TBA
Dept/School:	High Schools	Date Revised:	August 23, 2013

Primary Purpose

Acts as a support teacher and campus instructional specialist to the building principal. Assists teachers in improving ESL instruction on the campus and administration of tests related to LEP/ELL students. The campus HS LEP Coordinator will not be assigned to regularly scheduled classes nor be used as a substitute teacher.

Qualifications**Education/Certification**

Bachelor's degree from an accredited college or university
Valid Texas Teacher's Certificate
Secondary ELA and Reading with ESL Endorsements

Special Knowledge/Skills

- In-depth pedagogical/content knowledge of subject-specific (ESL) processes, acquisition, assessment, and instruction
- Demonstrated leadership ability in working with other administrators, teachers, students, parents, and the general public
- Demonstrated ability in communication, organizational, presentation, curriculum writing, and implementation skills
- Knowledge of second language acquisition and support for LEP students and teachers
- In-depth knowledge of LPAC and TELPAS procedures

Minimum Experience

Five years teaching experience in high school (with at least three years teaching in ESL)

Major Responsibilities and Duties**Instructional and Program Management**

1. Helps in setting goals and activities for the campus as a member of the Campus Improvement Team (CIT).
2. Provides feedback related to student achievement to campus personnel.
3. Demonstrates "best practice" models and strategies for teachers in a classroom setting and provides follow-up discussion through reflective teaching/coaching practices.
4. Acts as a campus and parent literacy support liaison.
5. Makes contact with students through multiple delivery models (i.e. demonstration lessons modeling best practices, instructional content-focused coaching to teachers).
6. Schedules to include one or more of the following activities:
 - a. Attends professional development training.
 - b. Collaborates with campus staff.
 - c. Conducts campus staff development.
 - d. Models "best practice" strategies.
 - e. Participates in conferences related to student, teacher, and parent needs.
 - f. Coordinates campus resources for LEP instruction.
 - g. Provides pedagogical/content knowledge support to first year teachers.
 - h. Coordination and administer TELPAS and other LEP testing.

- i. Serves as a member of the LPAC committee
 - j. Analyzes data from testing specific to LEP students in order to assist teachers, update administration and CIT of trends and areas of need, and to monitor LEP student progress.
7. Supports and encourages teacher sharing of exemplary practices, lessons and assessments, as well as teacher leadership through reflective teaching practices.
 8. Meets with principal once a week for planning/debriefing.
 9. Meets with core content teachers to assist in the implementation of ELPS and sheltered instruction.
 10. Collaborates with core content teachers to plan linguistically accommodated instruction for ELLs.

School/Community Relations

11. Interacts and provides information to the community regarding ESL programs.
12. Promotes and communicates high expectations of student performance.

Professional Growth and Development

13. Conducts professional development training for campus staff in ESL research and methodologies.
14. The professional development plan for the campus LEP Instructional Support Teacher may include, but may not be limited to, training in the following areas:
 - a. Modeling and co-teaching in the classroom.
 - b. Administering and interpreting assessments to determine LEP intervention strategies for struggling learners.
 - c. Implementing models essential to EPISD Standards-Based Curriculum, lesson plans and lesson models.
 - d. Communicating and working with others on an interpersonal level.

Additional Responsibilities

15. Assists the Principal, Campus Literary Coach, ELA and ESL Department Chair and/or campus G and I Assistant Principal as needed in areas including:
 - a. Teaching material evaluation
 - b. Scheduling
 - c. Liaison with Regular, Special Education, and DELA
 - d. State Assessment preparation and coordination
16. Collaborate with the Director of bilingual/ESL programs and/or designee to achieve academic success for ELL students.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintains emotional control under stress; occasional prolonged and irregular hours; frequent local, district, and state travel. Space for working with students and for maintaining campus materials must be provided.

Terms of Employment

187 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.

Supervisor Signature: _____ Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.